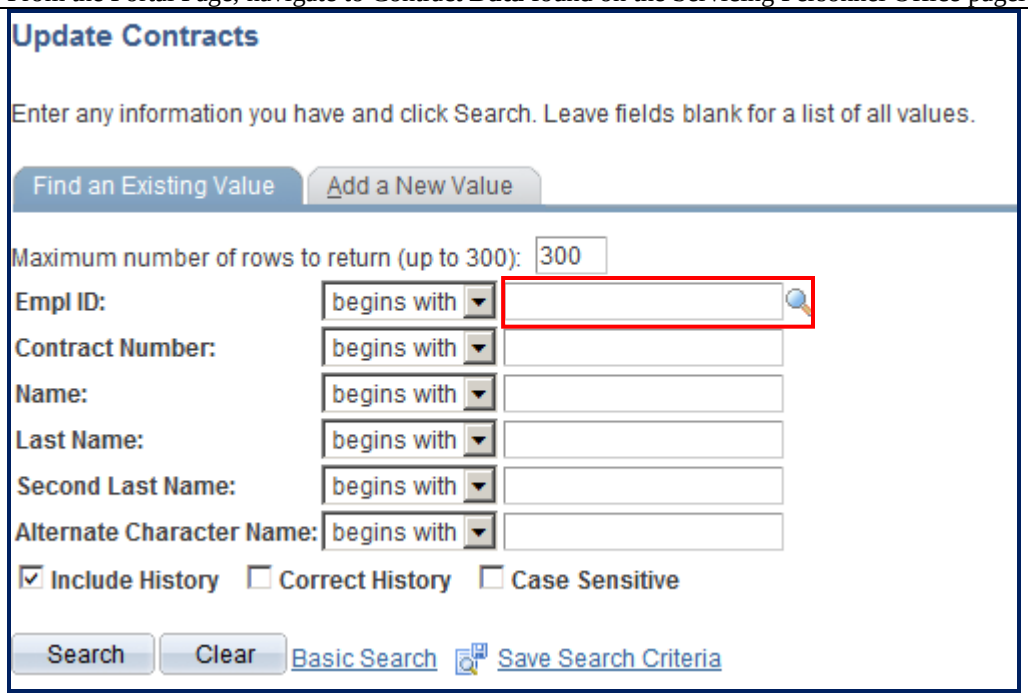
Contract Data – EXT/REX

Introduction This section provides the procedure for completing the contract of a member who is extending his/her enlistment.

Procedure Follow these steps to complete the contract.

Step	Action
1	 From the Portal Page, navigate to Contract **Data** found on the Servicing Personnel Office pagelet.
2	 Enter member's EMPLID and click **Search;** ensure your are in **Find an Existing Value**

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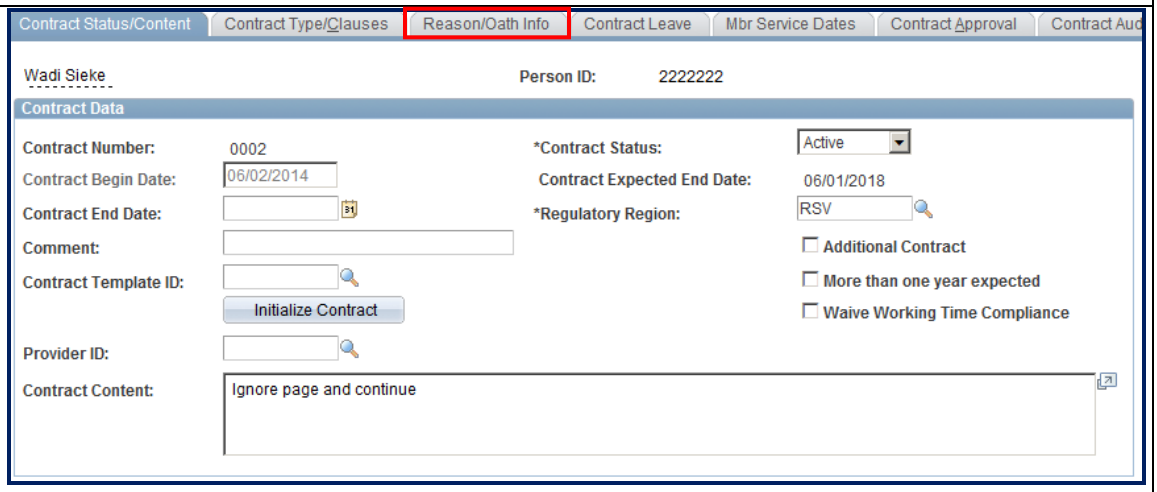
Contract Data – EXT/REX, Continued

Step	Action
3	 You will be navigated to Search Results and the above screen will display. You should choose the current active contract (in this case 0002) and click on the Contract number. You will be navigated to the first tab which is **Contract Status /Content**.
4	 No input is required for this page. Navigate to **Reason/Oath Info**

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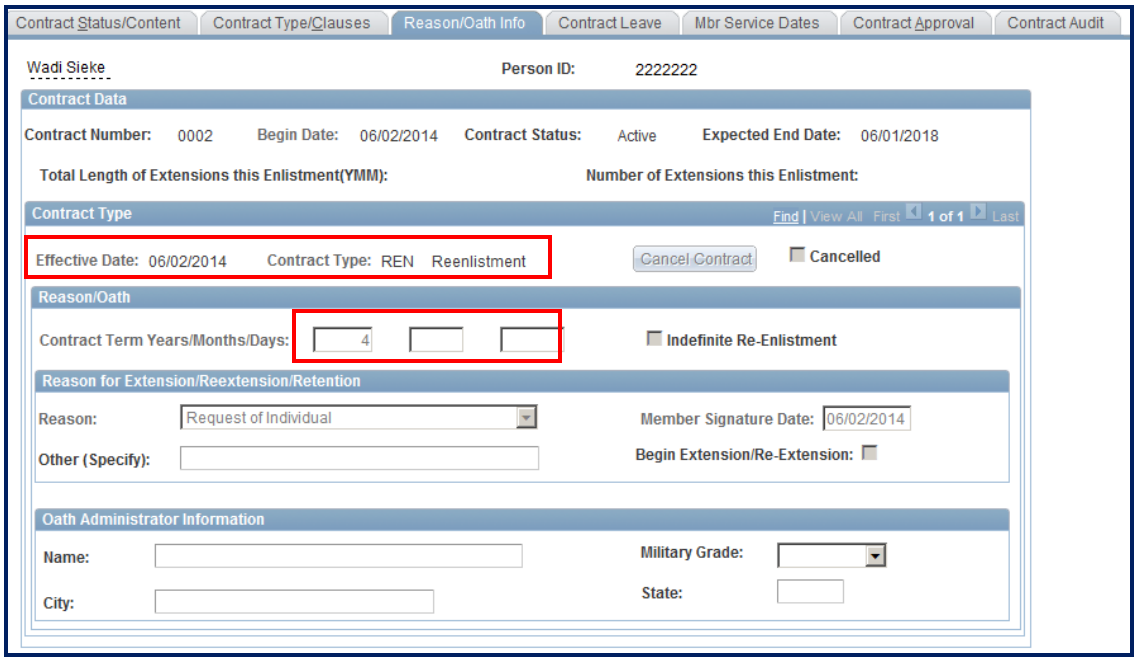
Contract Data – EXT/REX, Continued

Step	Action
5	 Best Practice: Note the effective date and contract term years to establish date of Extension Now navigate to **Contract Type/Clauses**
6	 Click on the plus symbol to create a new row within the contract: this will reveal the next row without a date or contract type.

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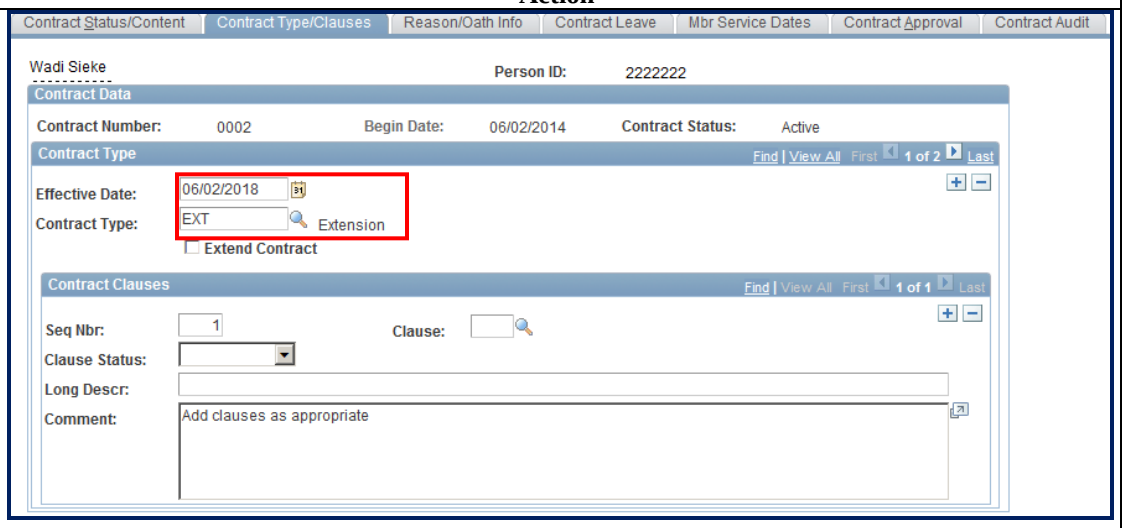
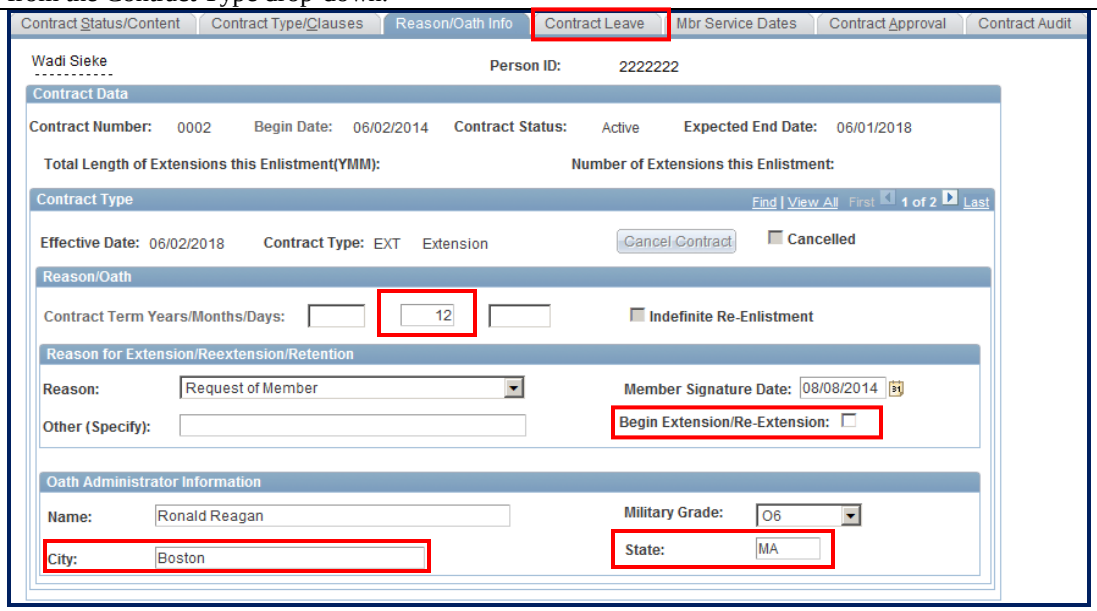
Contract Data – EXT/REX, Continued

Step	Action
7	 Enter the new effective date of the extension (in this case 06/02/2018) and select the appropriate action from the Contract Type drop-down.
8	 Enter contract terms (typically done in months), Reason, Member Signature Date, and Oath Administrator Information using the **city/state where the oath is administered.** Remember there is a distinction between **Approving** an Extension and **Beginning** an Extension. At some future date you will have to navigate back to this page and check the Begin Extension/Re-Extension block (usually subsequent to viewing the 30 day Extension Report). **Do not check this block until Approval process is completed.** Navigate to the **Contract Leave tab**

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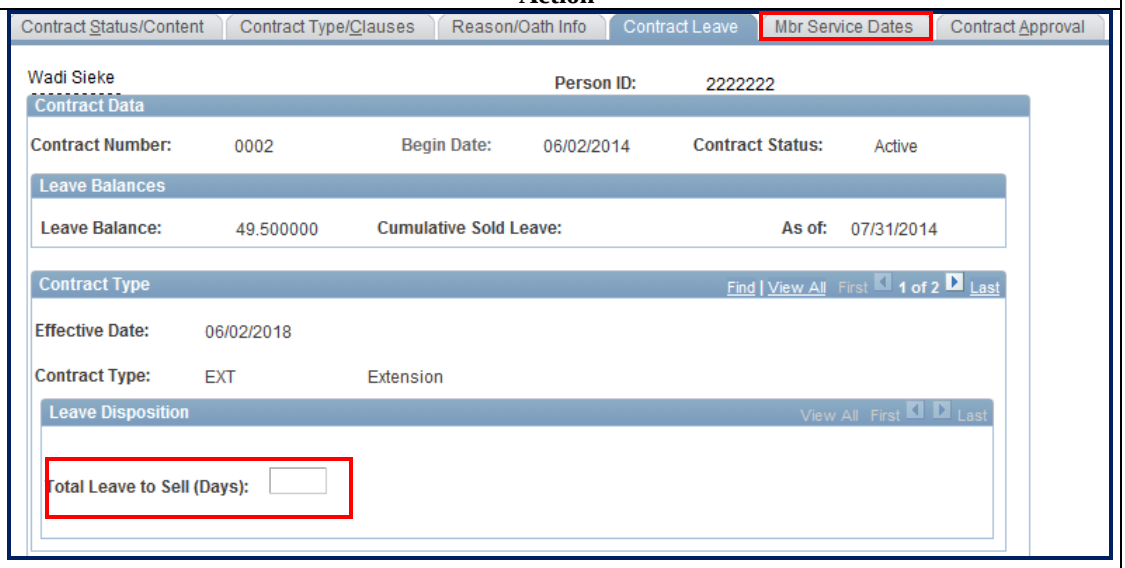
Contract Data – EXT/REX, Continued

Step	Action
9	 Enter total number of days leave member wishes to sell. Note: Leave will not sell until Contract is begun. Navigate to **Mbr Service Dates**
10	**Assigned Seniority Dates** Customize | View All | First 1-12 of 25 Last | Seniority Date | Labor Seniority Date | |---|---| | ACTIVE DUTY BASE DATE | 04/07/2008 | | AD PAY SCALE DATE | 06/02/2018 | | DEP DATE | | | CMA DATE | 04/07/2008 | | CURRENT AD DATE | 06/02/2018 | | DIEMS DATE | 04/07/2008 | | RSV DRILL OBLIGATION DATE | | | EXPECTED AD TERM DATE | 06/02/2018 | | EXPECTED LOSS DATE | 06/02/2018 | | JOB FAMILY ENTRY DATE | 01/01/2010 | | MIL OBLIGATION COMPL DATE | 04/06/2016 | | PAY ALLOWANCE DATE | 06/02/2018 | Review the Assigned Seniority Dates for correctness Navigate to **Contract Approval**

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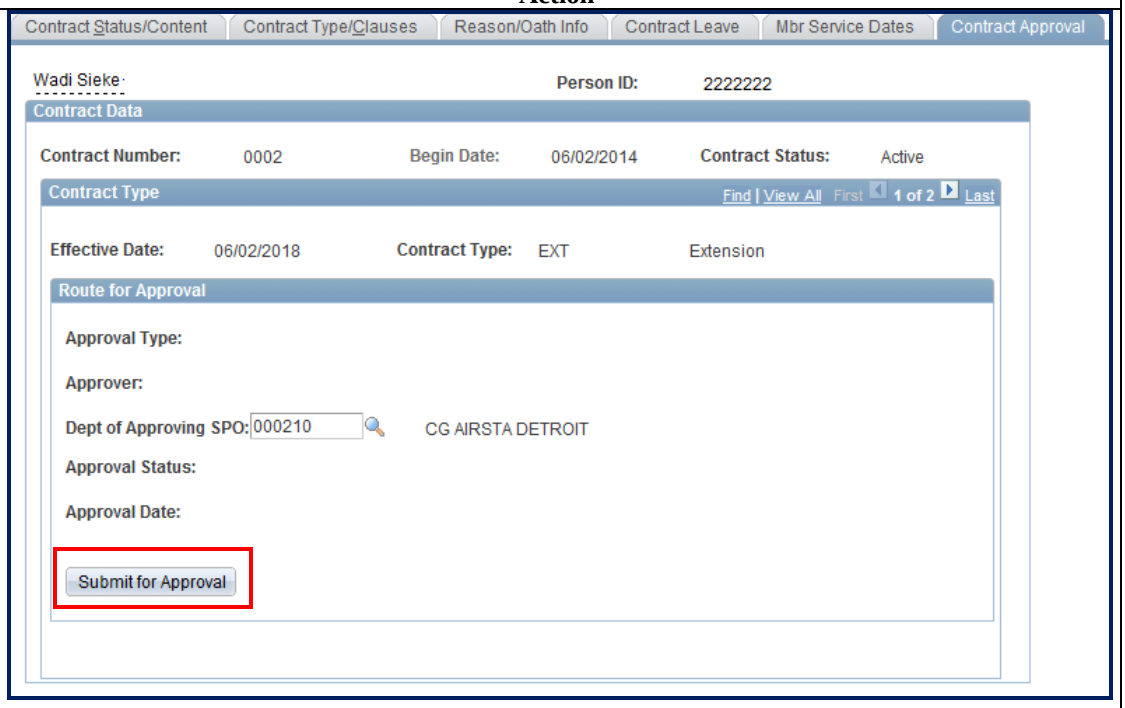
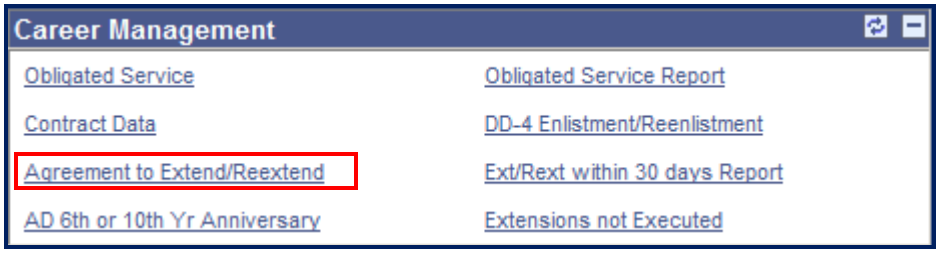
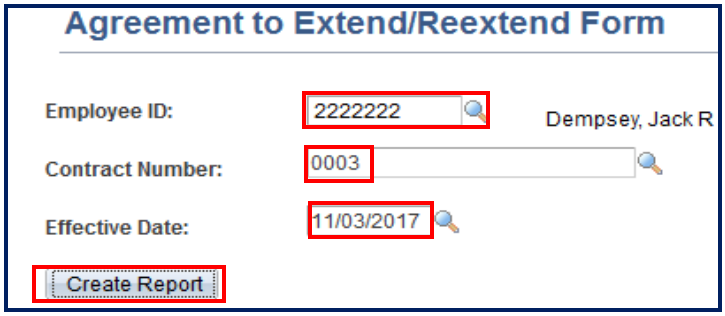
Contract Data – EXT/REX, Continued

Step	Action
11	 Submit the contract for approval; it will enter a **Pending** Status. To print a copy of the Agreement to Extend/Re-extend Enlistment (CG-3301B), follow the instructions below. **The contract should be printed out and signed before it is approved.**
12	 Navigate to the Career Management pagelet and select **Agreement to Extend/Re-extend.** The Agreement to Extend/Re-extend Form will appear.
13	 Enter the Employee ID, the Contract Number and the Effective Date. Then select **Create Report**.

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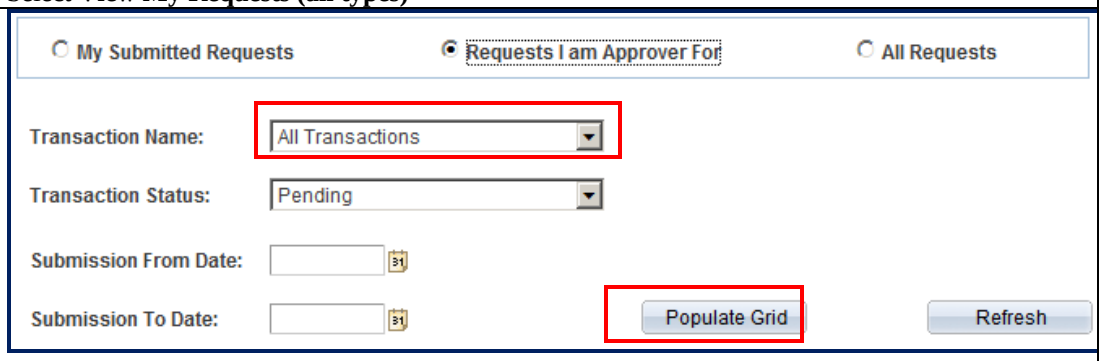
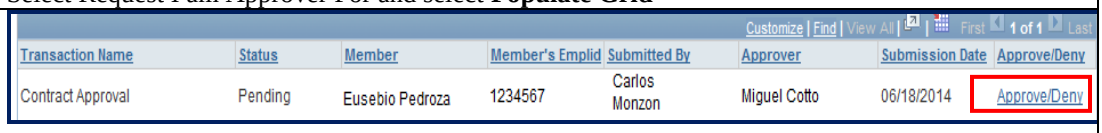
Contract Data – EXT/REX, Continued

14	DEPARTMENT OF HOMELAND SECURITY U.S.COAST GUARD CG-3301B (Rev 12-14) — **AGREEMENT TO EXTEND/REEXTEND ENLISTMENT** The printable copy of the Agreement to Extend/Re-extend Enlistment will appear. To print: select File/Print, use Ctrl/P or the available printer icon. Note: Information entered in Contract Data will appear on the CG-3301B but it should be checked for accuracy.
15	**Important note**: should you discover that information on an Approved Contract is incorrect, you should notify your **HRSUP** immediately and have them submit a help ticket to PPC Customer Service to effect either a correction of bad data or a cancelling of the contract. **PPC Advancements** section will recommend an appropriate resolution.

Contract Data - Approval

Procedure **(continued)**

Step	Action
	Attention HRSUP: Before you begin, ensure you have viewed a signed copy of the Extension. Use the following steps to approve:
1	 Approver should select Requests
2	 Select **View My Requests (all types)**
3	 Select Request I am Approver For and select **Populate Grid**
4	

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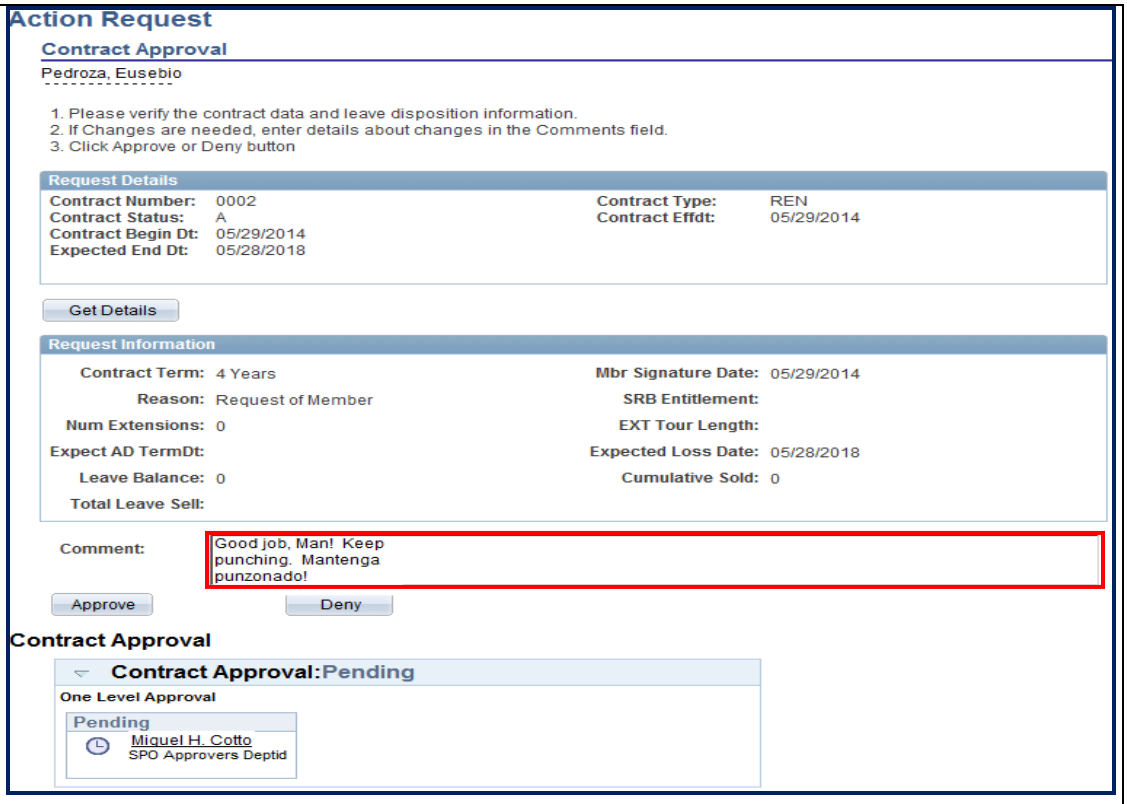
Contract Data - Approval

5	 Enter Comments and click Approve **or Deny**. Note: selecting Deny returns contract to HRS user where process must begin again.

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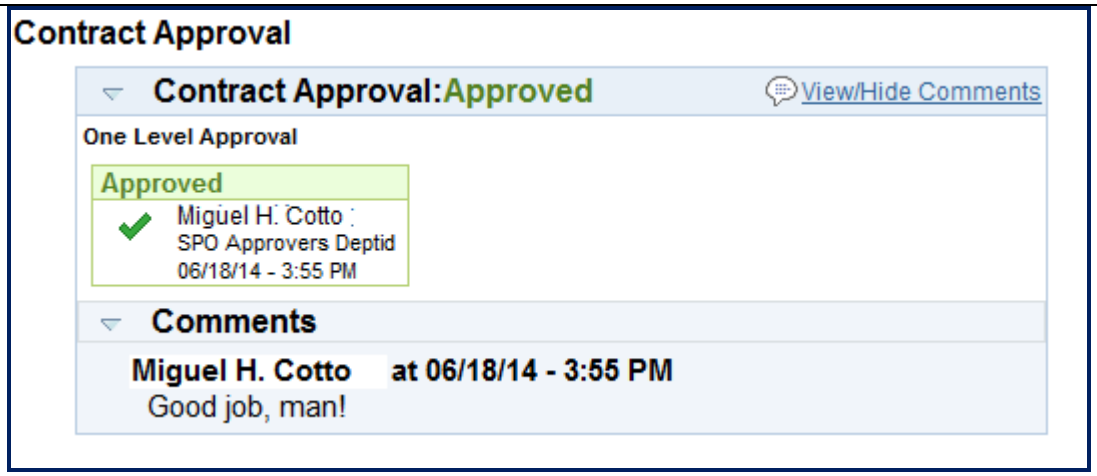
Contract Data, Continued

Procedure **(continued)**

Step	Action
6	 The above-listed screen shot indicates contract has been approved. Note: The HRSUP should navigate to **Mbr Service Dates** once the approval is confirmed and ensure the dates (Expected AD Term Date, Expected Loss Date) have updated correctly.
7	**Important note:** should you discover that information on an Approved Contract is incorrect, you must submit a help ticket to **PPC Customer Service** to effect either a correction of bad data or a cancelling of the contract. **PPC Advancements** section will recommend an appropriate resolution.